



Cathedral Preparatory School

225 West 9th Street
Erie, PA 16501
p: 814-453-7737
f: 814-453-6180
www.prep-villa.com

Villa Maria Academy

2403 West 8th Street
Erie, PA 16505
p: 814-838-2061
f: 814-836-0881
www.prep-villa.com



Cathedral Preparatory School is an all-boys Catholic college preparatory campus grades 9-12 and Villa Maria Academy is an all-girls Catholic college preparatory campus grades 9-12. Competitive salary and benefits. Cathedral Preparatory School and Villa Maria Academy is now accepting applications for the following position for the 2021-2022 School Year

Full-Time Guidance/School Counselor (Villa Maria Academy Campus)

Purpose: Prep-Villa is looking for someone with a passion for helping students with their academic, personal/social/emotion, and career planning needs and dreams, a desire to embrace the mission of our school, and a mission for all-round excellence.

Essential job functions:

1. Work collaboratively with a department team (campus and cross campus) focused on student achievement and developing data-driven interventions.
2. Plan, evaluate, and revise curricula, course content, and program materials and methods of instruction to address departmental standards.
3. Be present at all staff meetings, retreats, and campus/school celebrations.
4. Prepare lessons/group guidance, work on student class placement/schedules, guide students in college/career goals, provide emotional/social guidance as needed, maintain accurate student records, assist with standardized testing, and coordinate college visits in conjunction with other members of the department.
5. Build and maintain positive relationships with students and fellow faculty members.
6. Communicate effectively with families.
7. Help with vigilance at school assemblies, prayer services, masses and other class or school gatherings.
8. Assist with additional duties around the campus/school as assigned by administration.

Required qualifications:

1. Master's Degree in School Counseling
2. PA Certification in School Counseling (Grades K-12 or 7-12) or valid certification in another state.
3. All Applicants must be able to obtain Act 34, 114, 151, and 168 clearances before hire.
4. Be able to support the mission of the school.

Preferred qualifications:

1. Be a practicing Catholic
2. Prior experience (teaching/counseling/coaching)

Salary range: DOE. Benefits included. Position is open until filled. Start date: ASAP.

Cover letter, resumé with references, and letters of recommendation (clearances if possible) should be sent to:

Mr. William G. Pituch
Vice-President of Academics and Student Affairs
Cathedral Preparatory School, Villa Maria Academy, & Mother Teresa Academy
225 West 9th Street
Erie, PA 16501
William.Pituch@prep-villa.com